

STATE OF CALIFORNIA

STEVE WESTLY,
CALIFORNIA STATE CONTROLLER

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: January 13, 2004

LEAVE ACCOUNTING LETTER # 04-004

To: All Agencies/Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: LEAVE ACCOUNTING TRAINING CATALOG FOR THE SPRING 2004 SEMESTER

This memo provides the latest information regarding the State Controller's Office, Personnel/Payroll Services Division's California Leave Accounting System (CLAS) training classes for April through June, 2004.

SPECIAL NOTE

This is to clarify that the CLAS training services offered DO NOT include a \$100 late cancellation/no show fee, nor a \$25 charge per trainee for classes held outside of Sacramento. These policies apply ONLY to Statewide training services (e.g., Worker's Comp, PAR Documentation, Salary Determinations).

TRAINING ENROLLMENT

On Friday, January 16, 2004 a Needs Assessment form will be electronically distributed to all CLAS agencies/campuses. In order to create an equitable process for all agencies/campuses when responding to the Needs Assessment, we request that the agency/campus Training Coordinator complete the form and return it no earlier than 8:00 AM on Thursday, January 22, 2004 and no later than the close of business on Wednesday, January 28, 2004. Please return the form to the Training Administrator at ppsdtraining@sco.ca.gov, or via FAX at (916) 324-7293. Please note that no phone calls will be accepted in lieu of this procedure.

By Thursday, February 19, 2004 the CLAS Spring 2004 Training Schedule will be published via electronic mail. On Wednesday, February 25, 2004 the Training Administrator will begin contacting each agency/campus Training Coordinator in the order that the Needs Assessment forms were received.

When selecting a location for CLAS Refresher Training, please indicate the nearest city for which you know your agency/campus will provide travel funds and which you are sure the trainees will be able to attend. If there are no cities that meet these

criteria, refer to the 'Consultations/Special Requests' section of this letter. Our training sites are ADA accessible.

CONFIRMATION OF ENROLLMENT

Each scheduled trainee and the agency/campus Training Coordinator will receive an electronic mail confirmation letter approximately 30 days prior to the class date. This letter will contain important enrollment information including class dates, duration of class, time and location.

CANCELLATION REQUIREMENTS

To cancel an enrolled trainee, contact the Training Administrator at (916) 322-0683, via e-mail at ppsdtraining@sco.ca.gov, or the California Relay Service at 1-800-735-2922 (TTY) no later than two weeks before the class. It is important that the "two weeks before" guideline be followed so that other trainees have an opportunity to enroll in the vacated spot.

ENROLLMENT SUBSTITUTIONS

Substitutions will be accepted provided the substituting trainee meets the prerequisites set for the class.

COURSE REQUIREMENTS

Prerequisites ensure that each trainee succeeds in comprehending the subject matter offered in the class. Trainees who lack the required experience may have difficulty with the material and detract from the class. Therefore, if a trainee is unable to maintain the pace of the session, the instructor may request that he/she return to his/her agency/campus.

CONSULTATIONS/SPECIAL REQUESTS

If your agency/campus requires a consultation or has a special training request, contact the Leave Accounting Liaison Unit at (916) 327-0756.

COURSE DESCRIPTIONS AND PREREQUISITES

CLAS INITIAL TRAINING - (2 1/2 Days)

THIS COURSE IS ONLY OFFERED IN SACRAMENTO AT THE STATE CONTROLLER'S OFFICE.

CLAS Initial Training is a "hands-on" training program that covers the fundamentals of CLAS and is recommended for all new CLAS users. Trainees will access the CLAS Training Database and through the use of various exercises, will learn how to access, navigate through, and update the CLAS.

PREREQUISITES

Must have a minimum of three months personnel/payroll experience and a basic knowledge of leave benefit rules and Employment History transactions.

CLAS REFRESHER TRAINING - (1 Day)

CLAS Refresher Training covers a brief review of CLAS fundamentals with the primary focus involving the more advanced processes, such as Leave System Eligibility and Temporary Separations.

PREREQUISITES

Must have either attended the CLAS Initial Training class, or have a minimum of six months of CLAS experience and knowledge of leave benefit rules and Employment History transactions.

Should you have any questions regarding this letter, please contact Ron Hutcheson at (916) 445-6983, or via e-mail at rhutcheson@sco.ca.gov.

JRH:ad